

<b>VACANCY ANNOUNCEMENT # VN13-004</b>
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**HUMAN RESOURCES ASSISTANT  
FSN 08, C-270  
USAID/Peru**

**FROM:** Susan Cheung, Regional Executive Officer

**TO:** All interested candidates. All ordinarily resident (or) applicants must have the required work and/or residency permits to be eligible for consideration.

**OPENING DATE:** September 19, 2013

**CLOSING DATE:** October 4, 2013

**WORK HOURS:** Full Time – 40 hours per week

The United States Agency for International Development (USAID) in Lima, Peru is seeking an individual for the position of Human Resource Assistant in the Regional Executive Office.

**Basic Function of Position**

The Human Resources Assistant is responsible for managing and coordinating administrative activities and duties of the USAID/Peru Human Resources Program for the USAID US Direct Hires (USDHs) and US or Third-Country Nationals (TCN), and Personal Services Contractors (PSC) totaling approximately 40 positions. The Assistant is a Mission CAJE Specialist and performs the full range of HR duties related to recruitment, NSDD-38 process, orientation of new employees, USDH/PSC entitlement program, the USDH/PSC annual performance evaluation process, and PSC contracts management and maintenance of personnel information. Much of this work is also in support of Regional Client Missions in South America. In addition, the Assistant serves as the Alternate to the FSN HR Assistant.

**Major Duties and Responsibilities**

**a. Recruitment:** The Human Resources Assistant administratively manages the local and off-shore US or TCN PSC recruitment process by drafting and assisting in the advertisement of the vacancy announcements; instructing selecting supervisors on procedures, and advising on position description requirements to match office needs; preparing templates to assist TEC panels; screening applications, and preparing databases with selection criteria. The Assistant orients candidates on the recruitment processes; administers English or Spanish language and/or skills tests; for applicants in Washington or the Region, coordinates with staff in the specific country to administer exams; prepares recruitment packages and participates on interview panels, answering HR-related questions; provide templates of hiring memoranda for completion by the hiring office; counsels non-successful internal and external candidates on results when requested, and delivers regret letters accordingly. The Assistant determines salary recommendations within the classified grade, based on an analysis of previous salary and work experience; when appropriate, negotiates salaries; requests security and medical clearance; and, coordinates an entrance-on-duty dates. The Assistant is responsible for maintaining the PSC recruitment policy, and suggests changes as needed to keep the policy up to date. The Assistant regularly updates the recruitment tracking log accordingly.

**b. NSDD Process:** Initiates and administratively manages the NSDD 38 process for all new USDH and, as needed, PSC positions, including preparing all related personnel forms and NSDD applications, and

coordinating and follow-up with the technical offices and AID/W offices. Additionally, provides technical and administrative support to Regional Executive Officer in the annual position validation process. The Assistant maintains and safeguards all the related NSDD documentation – electronic and hard copy – and related Department of State cables in the respective personnel or EXO files or drives.

**c. Orientation to Incoming/Departing Employees:** The Assistant serves as the Point of Contact (PoC) for all incoming and departing USDH or PSC employees, managing the check-in and check-out process, and providing new employees with welcome package. The Assistant provides the orientation program for new personnel on oversea and educational allowances, job-related subjects, security matters, and the physical location of offices and services, including completing HR forms. Processes all agency entitlement/allowances related to personnel and family arrival, including the accreditation of PSC and other non-USDHs and school payments, if any. The Assistant ensures that HR and security documents are in order; and, coordinates with IRM on issuance or return of IT equipment in general. The Assistant prepares and maintains check-in and check-out lists, and welcome kit for new hires; and, produces and maintains organizational charts and other personnel staffing patterns.

**d. USDH/PSC Allowances and Entitlements:** The Assistant serves as the administrative Subject Matter Expert (SME) on HR entitlements, allowances and related plans for USDH and PSC employees, timely responding to requests for information, and providing assistance on entitlements/allowances and its processing that must be followed to obtain them. And, when appropriate, the Assistant provides guidance to USDHs and elaborates on all the necessary paperwork to be sent to HR in USAID/Washington. As needed, provide guidance to the employee on visa/residence matter and process them with the respective Peruvian government entity.

**e. Annual Performance Evaluation (AEF):** The Assistant operationalizes the administrative implementation of the AEF process for USDHs and PSCs, including the timely receipt from supervisors of the AEF and work objectives for USDHs, reviewing and returning any evaluations not consistent with published requirements, and following up on delinquent submissions. The Assistant assists in the submission of the AEFs to OHR within the deadline as well as ensures the hard copies of the AEF are within the respective USDH personnel files and EXO drives.

**f. PSC Contracting:** The Assistant requests budgets for OE and program funded PSC employees – including the Embassy Overseas Seasonal Hire Interns - in order to prepare memorandum of negotiations, contracts, modifications, letters, and any document related to PSC contracts; compares contract amounts with planned budgets, and signs GLAAS documents as negotiator; terminates contracts of departing employees, and prepares close outs in coordination with the USAID/Controller Office; and, maintains contract files in HR. As a Buyer in GLAAS, initiates primary procurement action for PSC services by inputting/populating the contract information in GLASS and follows up with FMO Office to establish budget and payments to PSC for services rendered.

**g. Personnel Information:** The Assistant manages and regularly updates all personnel information regarding the USDH and PSC personnel records – hard copy as well as electronic – and HR informational systems/reports, e.g.: Staffing patterns, WebPass, Epics, Mission photo album, and State/Sharepoint. The Assistant is responsible for the implementation of the HR database for registration of data for American and FSN employees. The Assistant prepares and processes documents related to USDHs, and undertakes renewal of USDH staff Embassy badges. The Assistant ensures the correctness of employee HR data including retirement dates, leave accrual balances; *oversees* establishment and safe maintenance of USDH/PSC personal files; ensures USAID/Washington-requested and Embassy personnel and ad-hoc reports are submitted in a timely manner; prepares reports required by USAID/Washington, such as the Capital Security Cost Sharing and Annual WebPass attestation for USDHs; and, contributes HR statistical information for annual EXO achievements.

**h. Awards:** The Assistant assists the On-the-Spot Award process and as needed, twice a year, the Inter-Agency Awards program; clears internal nominations, drafts and circulates memos for concurrence/approval, and forwards nominations to Embassy's HR; upon receipt of approved nominations, coordinates with Embassy HR on the issuance of awards and length of service certificates, prepares cash award notes for awardees, and prepares memos and vouchers of payment to seek funding availability; gives support to the Embassy for preparation of the event, and assists during the ceremony as requested; and, maintains the Mission's Awards database and files.

**i. Training:** The Assistant provides support to the USAID/Peru Training Committee (TRAICOM), consolidating Career Development Plans (CDPs) for all staff and responding to ad-hoc requests. Assists USDHs with registration and AID training forms; orients USDHs on procedures when courses are approved, and assists payment and training forms to ensure their proper completion; advises on courses that may be taken locally according to their needs, and shares information; and, updates the personnel files to include training undertaken.

**j. Computer Aided Job Evaluation (CAJE):** As a certified CAJE classifier, evaluates, classifies, and reclassifies PSC positions; assists Office Chiefs in the preparation and/or revision of PSC SOW or position descriptions, and interviews to get in-depth information; reviews and clears PSC PD or SOW to be CAJEed/grade determined in accordance with the office objectives and structure, and identifies and gains an understanding of assigned duties, responsibilities, and qualification requirements; and, CAJEs or grade determines PSC positions for Peru and Regional Client Missions. The Assistant regularly updates the CAJE tracking log.

**k. USDH/Organizational Development:** The Assistant contributes to USAID celebrations by supporting and/or acting as Master of Ceremony, as required; undertakes specific staff projects or events, such as managing an organizational development project or events, developing action plans, conducting personnel surveys, planning programs or events to maximize efficiency in the workplace, etc. In coordination with the Supervisory Executive Officer, the Assistant coaches USDHs or PSC on subjects such as training issues. As requested, the Assistant participate in group meetings as an EXO representative.

**l. Other:** The Assistant participates with the EXO on the Temporary Hire (e.g., Seasonal Hire) program by drafting of statements of work, delegating work, and training in database and excel, and supervising work as assigned. The Assistant informs EXO of intern performance, evaluates recommendations for future employment, and prepares work certificates at departure. The Assistant serves as Alternate to the FSN HR Assistant.

**m.** Performs other duties as assigned or required.

### **Required Qualifications**

#### **Education:**

Completion of secondary school and a minimum of two years of college or university study are required in a field related to human resources, business administration, office management, or commercial studies. Completion of an undergraduate degree in business or management field, as well as other useful human resource specializations, are highly desirable.

#### **Prior Work Experience:**

From three to five years of progressively responsible administrative experience in human resources or a related management-support field is required. Work should have been performed with an international or donor organization, or equivalent work with a private or host-government entity, with work in an English language environment preferred; ideally, one year of this experience will be with a USG Agency.

Experience should have included providing support, and have involved demonstrated good human resources practices.

**Post Entry Training:**

On-the-job training in USAID organization and procedures, USAID-specific correspondence formats, Mission clearance and other practices, and other familiarization training in USG human resources management practices, computer training, and language improvement training (if required), etc. will be provided. GLASS, Computed Aided Job Evaluation (CAJE) and PSC Contracting trainings are required for successful performance of the job and will be provided.

**Language Proficiency:**

Level IV (fluent, spoken and written) in English and Spanish is required. This will be tested.

**Knowledge:**

Work requires the Assistant to develop a good working knowledge of USG Manuals and Handbooks (FAM/FAH) on compensation, position classification, and HR administration; a practical knowledge of host-country labor law, and prevailing practice in compensation and employment; and, a good knowledge of USG human resources principles and benefits. The work requires the Assistant to develop a very good understanding of job classification and PSC contracting.

**Abilities and Skills:**

The Human Resources Assistant must be tactful, possess good judgment, be able to work independently, and be able to maintain positive working relationships with superiors and with other Mission employees, potential and current employees, etc. The Assistant must be able to work under pressure in dealing with Mission staff, and handling complaints patiently and courteously. Organizational skills and the ability to handle simultaneous assignments are absolutely required. The Assistant must be proficient, or able to quickly become proficient, in word processing programs, and with other office software used within USAID and the USG.

USAID/Peru provides equal opportunity and fair equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation. USAID/Peru also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

Candidates will not normally be considered for higher-level positions during their probationary period.

**To apply for this position, interested candidates should submit the following or the application will not be considered:**

1. For applicants within the Mission: Please submit a Memorandum of Application and a resumé.
2. For applicants outside the Mission: Please submit a current resumé/curriculum vitae as well as a letter of application.

**All completed applications must be returned to USAID/Peru Human Resources Office, or via fax to 618-1350 or via e-mail [limausaidhr@usaid.gov](mailto:limausaidhr@usaid.gov) by 4:00 p.m. Friday October 4, 2013.**

**Applications received after the closing date will not be accepted.**

Prepared by: EXO/HR